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Space, Missile, Command, and Control

***TACTICAL AIR CONTROL PARTY (TACP) AND
AIR SUPPORT OPERATIONS CENTER (ASOC)
TRAINING PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This volume implements Air Force Policy Directive (AFPD) 13-1, *Theater Air Control System*. It establishes the minimum Air Force standards for training and qualifying Air Force personnel to perform duties within a Tactical Air Control Party (TACP) and Air Support Operations Center (ASOC). It supplements ancillary and Air Force Specialty Code (AFSC) -based continuation and upgrade training programs. This instruction applies to the Air National Guard (ANG) units when published in ANGIND2. This Air Force Instruction (AFI) does not apply to the Air Force Reserve.

This instruction requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and/or maintain the records prescribed in the instruction is 37 USC 301a. Privacy Act system notice F036 AF PC C, Military Personnel Records System, applies. All records created by this AFI are maintained and disposed in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

Requirements for Terminal Attack Controller (TAC) Training and Standardization/Evaluation remain incorporated into AFI 13-102 until AFI 13-112, Volume 1, *Terminal Attack Controller Training* and Volume 2, *Terminal Attack Controller Standardization/Evaluation Program*, are published. Reorganizes previous sections and paragraphs. Deletes reference to the term Mission Qualified (MQ) status.

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Chapter 1

POLICIES AND RESPONSIBILITIES

1.1. Introduction. This instruction establishes minimum requirements to ensure personnel assigned to a Tactical Air Control Party (TACP) or Air Support Operations Center (ASOC) are adequately trained to achieve and maintain Combat Mission Ready (CMR) status. Personnel will have varying backgrounds and different levels of experience and proficiency. Therefore, the supervisor, in coordination with the unit Training Manager (TM), ensures the individual's training records and qualifications are reviewed prior to entry into training. An appropriate course of training will be established based on the individual's background and experience.

1.2. Policies. The training and performance standards outlined in this instruction facilitate the employment of TACP and ASOC personnel to effectively and efficiently accomplish their peacetime and contingency duties and responsibilities.

1.2.1. This instruction provides guidance for conducting a training program in accordance with AFI 36-2201, Volume 3, *Air Force Training Program On the Job Training Administration*. The unit's training program should be defined in a unit Operating Instruction (OI) and tailored to meet Designed Operational Capability (DOC) tasking requirements and conducted in conjunction with joint training exercises to the maximum extent possible.

1.2.2. This AFI is applicable to the following:

1.2.2.1. Operations personnel assigned to ASOC or TACP duty positions.

1.2.2.2. Support personnel assigned to ASOC or TACP duty positions.

1.2.2.3. Personnel performing duties as a Battalion Air Liaison Officer (BALO).

1.2.2.4. Personnel performing duties as an Air Mobility Liaison Officer (AMLO).

1.2.3. The following personnel will not be entered into or continued in training as prescribed by this AFI:

1.2.3.1. Individuals permanently deferred from worldwide mobility.

1.2.3.2. Individuals permanently deferred from carrying weapons.

1.2.3.3. Individuals unable to perform duties due to Uniform Code of Military Justice (UCMJ) action.

1.2.3.4. Individuals identified as drug or alcohol dependent.

1.2.3.5. Individuals who proclaim and are granted conscientious objector status.

1.2.3.6. Individuals who do not possess a current security clearance.

1.2.4. Newly assigned personnel awaiting a security clearance may be entered into Mission Qualification Training (MQT), but may not be given training which involves gaining access to classified material IAW AFI 31-401, *Information Security Program Management*.

1.2.5. The use of automated products (e.g., spreadsheets, databases, word processing), to support the requirements of this AFI, is authorized when approved by the parent MAJCOM Functional Area Manager (FAM).

1.3. Responsibilities.

1.3.1. HQ USAF/XOOY will:

- 1.3.1.1. Establish policy and provide guidance for the execution of the TACP and ASOC training program.
- 1.3.1.2. Resolve training issues that arise between using Major Commands (MAJCOM).
- 1.3.1.3. Review and process all change requests to this instruction.

1.3.2. MAJCOMs will:

- 1.3.2.1. Resolve major training issues that arise between units within their purview.
- 1.3.2.2. Forward supplements to this AFI to HQ USAF/XOOY. Inform all MAJCOMs of approved supplements to this instruction.
- 1.3.2.3. Assist subordinate units in obtaining formal school quotas and training resources to support TACP and ASOC training.
- 1.3.2.4. Execute group-level responsibilities over squadrons that lack group oversight or assign group-level responsibility directly to the squadron. The NGB may request oversight of its ANG units from the Air Support Operations Groups (ASOGs) as required.

1.3.3. Group Commanders (Squadron Commanders in the Air National Guard) will:

- 1.3.3.1. Ensure compliance with this instruction by their subordinate units. Provide staff support and assist those units in implementing and managing the training program to meet DOC readiness requirements.
- 1.3.3.2. If required, forward recommended supplements to this instruction and any supporting documents to the parent MAJCOM for review/approval. The Group and MAJCOM will review approved supplements annually.
- 1.3.3.3. Identify training shortfalls that adversely impact combat capability through appropriate channels using the USAF Status of Resources and Training System (SORTS).
- 1.3.3.4. Designate in writing, a group-level Training Manager (TM) responsible for the oversight of all subordinate unit's TACP and ASOC training programs.
- 1.3.3.5. Provide assistance to the ANG units (when requested and funded by the NGB) as follows:
 - 1.3.3.5.1. The 1st ASOG is available to provide assistance to 111 ASOC and 116 ASOS (Camp Murray WA), and 124 ASOS (Boise ID).
 - 1.3.3.5.2. The 3rd ASOG is available to provide assistance to 122 ASOS (Alexandria LA), 169 ASOS and 182 ASOC (Peoria IL), and 238 ASOS (Meridian MS).
 - 1.3.3.5.3. The 18th ASOG is available to provide assistance to the 118 ASOS (Stanley County NC), 165 ASOS (Brunswick GA), and 274 ASOS (Syracuse NY).

1.3.4. Group Training Managers will:

- 1.3.4.1. Ensure the intent and guidance of this AFI are implemented and followed by scheduling and conducting visits to subordinate units once a year or upon unit request.

- 1.3.4.2. Understand their duties and responsibilities as training managers as outlined in AFI 36-2201 and implement the requirements of that AFI.
- 1.3.4.3. Ensure standardization of subject knowledge and task performance measurement devices for training tasks outlined in this AFI.
- 1.3.4.4. Develop and maintain duty position evaluation requirements for all assigned positions within the group and subordinate units.
- 1.3.4.5. Develop group-level, individual training folders for all Unit Type Code (UTC) deployable personnel within the group who do not have an AF Form 623, **On-The-Job Training Record**.
- 1.3.4.6. Validate all formal course requirements and requests from subordinate units and forward requirements to the proper agencies. Air Mobility Liaison Officers (AMLO) will coordinate requests for formal training through their MAJCOM functional managers.
- 1.3.5. Unit Commanders (Flight Commanders in the Air National Guard) will:
 - 1.3.5.1. Establish and maintain the unit's training program IAW AFI 36-2201V3 to ensure that the unit is capable of meeting its DOC taskings.
 - 1.3.5.2. Coordinate, direct, and control the unit's training events and processes to include commander/staff reviews of automated data products and operational reports that assess unit and individual training status. Identify the unit's training deficiencies to the Group and implement corrective actions as required.
 - 1.3.5.3. Designate in writing a Unit Training Manager.
- 1.3.6. Unit Training Managers will:
 - 1.3.6.1. Develop the unit-level OI, reference paragraph [2.1.](#), to govern the unit's training program focused on satisfying Initial Qualification Training (IQT), MQT, and CT requirements, specifying management responsibilities, and detailing TM/supervisor/instructor recording and documentation procedures.
 - 1.3.6.2. Execute their duties and responsibilities as outlined in AFI 36-2201V3 and determine training objectives using the unit's DOC taskings and Master Task Listing (MTL) and ensure that academic materials are current and available to train unit personnel.
 - 1.3.6.3. Ensure unit-level OI incorporates IQT, MQT, and CT training plans applicable to each work center or duty position and based upon the MTLs and are IAW AFI 36-2201V3.
 - 1.3.6.4. Maintain subject knowledge and task performance measurement devices for all required training tasks. Also, assist the group TM in developing duty position evaluation requirements for all duty positions within the unit.
 - 1.3.6.5. Following the formal evaluation process and upon receiving supervisory recommendation, submit the individual's AF Form 1098, **Special Task Certification and Recurring Training** (or approved automated product), to the unit commander for CMR certification or decertification of those who fail to maintain training qualifications.
 - 1.3.6.6. Develop training folders to document training for all deployable UTC-tasked personnel within the unit who do not have an AF Form 623.

1.3.6.7. Coordinate, validate, and forward formal course requirements to the Group TM as required.

1.3.6.8. Together with unit supervisors, the TM will coordinate individual TDY and leave schedules so as not to impact the unit's overall training program and/or an individual's training progression. CONUS-based AMLOs will coordinate leave and TDY issues with their supervisor, unit TM, unit commander or designated representative, and their Air Mobility Operations Group (AMOG) commander.

1.3.7. Unit Supervisors will:

1.3.7.1. Understand their duties and responsibilities as outlined in AFI 36-2201V3 and this instruction.

1.3.7.2. Ensure comprehensive duty position task evaluations are accomplished on individuals who have completed MQT before recommending CMR certification or decertification through the unit TM to the unit commander.

1.3.7.3. Ensure subordinates maintain proficiency levels on all tasks identified in MTL.

1.3.7.4. Ensure decertified individuals receive remedial training or are removed from CMR status as required.

1.3.7.5. Review training records quarterly on all assigned personnel.

1.4. Waivers. Unless otherwise noted, the waiver authority for this instruction is AF/XOO. Staff all waiver requests through ACC/DO, USAFE/DO, PACAF/DO, ANG/C4B, or AMC/DO, as applicable. Waivers to this instruction are valid for one year from approval date, unless specified otherwise. Deployed members will request waivers, through their deployed chain of command, to the Commander Air Force Forces (COMAFFOR). COMAFFOR can approve or disapprove the waiver, or can forward to AF/XOO for its review and recommendation.

1.5. Supplements. MAJCOMs and/or subordinate groups may supplement this document in order to provide specific guidance to their aligned units. The parent MAJCOM Office of Primary Responsibility (OPR) must approve all group supplements prior to publication. MAJCOM OPRs will then forward supplements to the other MAJCOMs within 30 days of publication. ANG units will provide a copy of their supplement to their gaining MAJCOM.

1.6. Changes. Forward recommendations for change to this AFI to the parent MAJCOM on AF Form 847, **Recommendation for Change of Publication**. MAJCOMs will forward approved recommendations to HQ USAF/XOOY.

1.7. Maintaining Training Records. Units will maintain records for individual training and evaluation in accordance with (IAW) AFI 36-2201V3 and applicable MAJCOM directives. Unit TMs and supervisors will normally use the AF Form 623, OJT Record, to document individual training accomplishments. If available, support personnel may document individual training achievements using the Core Automated Maintenance System (CAMS). The TM will develop and maintain individual training folders for officers and senior enlisted personnel.

Chapter 2

TRAINING AND QUALIFICATION

2.1. Unit Operating Instruction. The purpose of the unit operating instruction is to document the process by which units implement the requirements of this instruction. Post the unit operating instruction behind this instruction or other HHQ supplements. The unit commander will approve the operating instruction. The operating instruction will, as a minimum, address the following items to support the unit's training program and the **IQT through MQT to CMR and finally into the CT** process specified in this section:

- 2.1.1. Purpose, applicability, organization, and manning based upon the unit's DOC taskings.
- 2.1.2. Unit training manager's responsibilities.
- 2.1.3. Training documentation procedures.
- 2.1.4. Additional MQT requirements unique to each unit as appropriate.
- 2.1.5. Continuation training task requirements and frequency.
- 2.1.6. Work center/duty position Master Task Listings.
- 2.1.7. Draft versions of the operating instruction will be forwarded to the group TM for review. Group TMs (Training Working Group for ANG) will assist subordinate units to ensure all required areas are addressed.

2.2. Unit Training Process. The training requirements are designed to progress personnel from IQT, through MQT to CMR and finally into CT.

- 2.2.1. IQT training requirements are satisfied during formal training. Upon completing IQT the member attains Basic Qualified (BQ) status.
- 2.2.2. BQ is a prerequisite for MQT; members remain in BQ status until they complete all MQT requirements.
- 2.2.3. MQT provides the training necessary to initially qualify a member in specific duty position(s) required to perform missions assigned to a specific unit. Completion of MQT is a prerequisite for CMR status.
- 2.2.4. CMR status is attained when an individual is fully qualified on all MTL items, completes MQT and other duty position related training, and has the unit commander's certification.
- 2.2.5. CT is unit specific training or higher headquarters identified training to maintain or increase CMR proficiency.
- 2.2.6. Training tasks identified with a subject knowledge level code will have a written test developed for that training task.
- 2.2.7. Training tasks identified with a task performance level code will have a task evaluation with a "Go or No-Go" standard developed for that training task.

2.3. Training Program and Schedule Adjustments.

2.3.1. Commanders may adjust the training time or remove personnel from training due to medical disqualification, emergency leave, or administrative action. The supervisor or Training Manager (TM) for officers and senior enlisted personnel will document adjustments in the individual's training records. One training extension equals 30 calendar days or 3 UTAs for ANG units.

2.3.2. Unit commanders can grant an individual one training extension in each phase of training. Group commanders can grant a second extension. If necessary, MAJCOM OPRs are authorized to grant a third extension.

2.3.3. The unit TM can adjust training dates or prorate training requirements based on an individual's TDY or emergency leave for 30 cumulative days, three (3) Unit Training Assemblies (UTAs) for ANG, or more. Personnel who are TDY for 30 consecutive days or 3 UTAs or more will continue to accomplish training at temporary locations where MQT or CT training is available.

2.4. Initial Qualification and Formal Training Requirements. Personnel enter IQT upon arrival to a new duty station or assignment to a new duty position and should be completed within 180 days or 12 UTAs for ANG. Individuals awaiting formal training may enter MQT, but must complete formal training before receiving CMR certification.

2.4.1. The following personnel must attend the ACC Air Operations Center (AOC) Flight Training Unit (FTU) Offensive Operator Course, Hurlburt Field FL (unit funded for active duty):

2.4.1.1. AFSC 1XXXU, Air Liaison Officer (ALO) assigned as an ASOC Director or a Fighter Duty Officer (FDO).

2.4.1.2. AFSC 1C4X1 (MSgt - CMSgt), Tactical Air Command and Control Specialist (TACCS) assigned as a Fighter Duty Technician.

2.4.2. The ACC AOC FTU Offensive Operator Course is highly desirable for the following personnel:

2.4.2.1. AFSC 1XXXU, ALO assigned to a Corps or Division TACP.

2.4.2.2. AFSC 1C4X1 (MSgt - CMSgt), TACCS assigned to a Corps or Division TACP.

2.4.3. AFSC 1C4X1 (SrA – TSgt), TACCS assigned to an ASOC must attend the ACC AOC FTU Technician Training Course, Hurlburt Field FL (unit funded for active duty).

2.4.4. The ACC AOC FTU Technician Training Course is highly desirable for the following personnel:

2.4.4.1. AFSC 1C4X1 (SrA – TSgt), TACCS assigned to a Corps TACP.

2.4.5. The ACC AOC FTU Intelligence, Surveillance, and Reconnaissance (ISR) Operator Course is highly desirable for the following personnel:

2.4.5.1. AFSC 14N3, Intelligence Officer assigned to a Corps TACP or ASOC.

2.4.5.2. AFSC 1N0X1 (SrA – MSgt), Intelligence Applications assigned to a Corps TACP or ASOC.

2.4.6. The following personnel must attend the ACC Joint Aerospace System Administrator Course (JASAC), Hurlburt Field FL (unit funded for active duty):

- 2.4.6.1. AFSC 033S3, Communication and Information Officer assigned to a Corps TACP or ASOC.
- 2.4.6.2. AFSC 3CXX1, Communications-Computer Systems assigned to an ASOC.
- 2.4.7. AFSC 1XXXU, ALO assigned to a Corps through Brigade TACP must attend the ACC Air Liaison Officer Course (ALOQC), Nellis AFB NV (unit funded for active duty):
- 2.4.8. The following personnel must attend the ACC Joint Firepower Course (JFC), Nellis AFB NV (unit funded for active duty):
 - 2.4.8.1. AFSC 1XXXU, ALO assigned to ANG units.
 - 2.4.8.2. AFSC 11FXU, BALO assigned to a Battalion TACP.
- 2.4.9. The ACC JFC is highly desirable for the following personnel:
 - 2.4.9.1. AFSC 1XXXU, ALO assigned to an ASOC.
 - 2.4.9.2. AFSC 14N3, Intelligence Officer assigned to a Corps TACP or ASOC.
 - 2.4.9.3. AFSC 1N0X1 (SrA – MSgt), Intelligence Applications assigned to a Corps TACP or ASOC.
- 2.4.10. AFSC 1C451 and 1C471, TACCS assigned to a Brigade through Battalion TACP must attend the ACC Terminal Attack Controller (TAC) course, Nellis AFB NV (unit funded for active duty).
- 2.4.11. The ACC TAC course is highly desirable for AFSC 1C451 and 1C471, TACCS assigned to a Corps through Division TACP
- 2.4.12. AFSC 1C471, TACCS assigned to a BALO position must attend the 7 level craftsman course E3ACP1C471-001, Hurlburt Field FL (unit funded for active duty).
- 2.4.13. AFSC 11(A/T)XU and 12(A/T)XU, AMLOs must attend the following courses:
 - 2.4.13.1. Airlift Load Planners Course AMC ALCE-APE.
 - 2.4.13.2. AMLO Contingency Training Course AMC 60001, Air Mobility Warfare Center.
 - 2.4.13.3. Air Mobility Operations Course AMC AMOC, Air Mobility Warfare Center.
 - 2.4.13.4. Global Mobility Task Force Basic II, AMC GRLOC II, AMWC.
- 2.4.14. The following courses are highly desirable for AFSC 11(A/T)XU and 12(A/T)XU, AMLOs:
 - 2.4.14.1. ACC ALOQC, Nellis AFB NV (unit funded for active duty).
 - 2.4.14.2. ACC JFC, Nellis AFB NV (unit funded for active duty).
 - 2.4.14.3. ACC AOC FTU Offensive Operator Course (unit funded for active duty).
- 2.4.15. Air University Joint Doctrine Air Campaign Course (JDACC) MC ADRE003, Maxwell AFB AL (unit funded for active duty) is required for the Senior Corps ALO and desirable for AFSC 1XXXU, ALO/AMLO assigned to a Corps through Division TACP or ASOC.
- 2.4.16. Air University Joint Doctrine Air Campaign Course (JDACC) MC ADRE003, Maxwell AFB AL (unit funded for active duty) is desired for AFSC 1C4X1 (MSgt - CMSgt), TACCS assigned to a Corps through Division TACP or ASOC.

2.4.17. AETC Basic Instructor Course (BIC) E3AIR3S200-087 is desirable for 1C4X1s assigned to Special Operations Force (SOF) units.

2.5. Mission Qualification Training. MQT provides theater-specific and unit-level training required for CMR certification. MQT starts after IQ and formal training requirements are completed. MQT requirements must be completed within 180 days of entry or 12 UTAs for ANG.

2.5.1. All personnel assigned to a TACP or an ASOC, regardless of rank or AFSC, will comply with the training requirements of **Table 2.1**.

Table 2.1. Common Mission Qualification Training Tasks.

TRAINING ITEM	KNOWLEDGE
1. Mission and Organization of NAF/Group/ Unit TR: Locally developed	C
2. ISSA/HTSA TR: AFI 25-201	C
3. OPLAN Taskings TR: Unit DOC Statement	C
4. DOC Statement Review and UTC Composition TR: AFI 10-201, AFMAN 10-401V1	C
5. Unit Operating Instructions TR: AFPAM 91-216; Unit OIs	C
6. Mission and Organization of Aligned Army Unit TR: Unit SOP	C
7. Applicable Army Standard Operating Procedures TR: Aligned Army SOPs	C
8. Mobility Procedures TR: AFI 10-402, 10-403; Local Host Installation Procedures	C
9. Local Area Range Familiarization TR: AFI 11-214, 13-212V1, Local Range Procedures	C
10. Hazards of Depleted Uranium TR: AFMAN 32-4005	C
11. Laser Safety Training TR: AFOSH Standards; AFI 48-10 (when published)	C

NOTE: Refer to **Attachment 2**, Task Measurement Standard for required knowledge level

2.5.2. The following personnel will comply with the training requirements of **Table 2.2**.

2.5.2.1. ALOs, Intelligence Officers/NCOs, AMLOs, and Officer BALOs assigned to a TACP.

2.5.2.2. ALOs and Intelligence Officers/NCOs assigned to an ASOC.

2.5.2.3. 1C4X1 personnel assigned to an ASOC will comply with [Table 2.2.](#), Item 8.

2.5.2.3.1. All other 1C4X1 personnel will use the Career Field Education and Training Plan (CFETP), Specialty Training Standard (STS) and unit Master Task Listing (MTL) to identify MQT requirements.

2.5.2.3.2. All Core Tasks and items identified in the MTL will be task evaluated annually according to unit's OI and IAW AFI 36-2201V3.

Table 2.2. Mission Qualification Training for TACP/ASOC Operations Personnel.

TRAINING ITEMS	BN ALO	BDE ALO	DIV ALO	CORPS OPS	ASOC OPS	AMLO
1. Air Ground Operations System						
a. Joint Doctrine TR: Joint Pubs 3-0, 3-01.4, 3-03, 3-09, 3-09.3, 3-30, 3-50.2, 3-52, 6.0						
1. Joint CAS TTP	C	C	C	C	C	B
2. Doctrine for Joint Fire Support	C	C		C	C	B
3. Joint Interdiction Operations	C	C	C	C	C	B
4. Command and Control for Joint Air Operations	C	C	C	C	C	B
b. US Army TR: FMs 1, 3-0, 3-09.31, 3-52, 6-20, 6-20-10, 6-20-30, 6-20-40, 6-20-50, 34-130, 71-123, 90-21, 100-13, 100-15, 100-103-2, 101-5, 101-5-1						
1. Tactical Operations Center Staff Integration	3c	3c	3c	3c	3c	3c
2. Employment Doctrine	C	C	C	C	C	C
3. Military Decision Making Process	2b	3c	3c	3c	C	3c
4. Use Tactical Map Symbols	3c	3c	3c	3c	3c	3c
5. Airspace Management and Army Airspace Command and Control System (A2C2)	3c	3c	3c	3c	3c	3c

TRAINING ITEMS	BN ALO	BDE ALO	DIV ALO	CORPS OPS	ASOC OPS	AMLO
6. Battlefield Weapon Systems Capabilities	B	B	C	C	C	3c
7. Capabilities of Surface-to-Surface Munitions	B	B	C	C	C	B
c. US Air Force TR: AFDDs 1, 2-1, 2-1.3, 2-1.6, 2-1.7, 2-5, 2-5.1, 2-5.2; AFTTP 3-1 Vol 1, 3-1 Vol 3, 3-1 Vol 5, 3-1 Vol 26; AFTTP(I)s 3-2.6, 3-2.10, 3-2.16, 3-2.17; Applicable T.O.s						
1. Counterland Doctrine	C	C	C	C	C	C
2. ATO Process, Procedures, and Extraction	2b	2b	3c	3c	3c	3c
3. Airspace Control Order/deconfliction/management	3b	3c	3c	3c	3c	3c
4. Aircraft Systems and Capabilities	C	C	C	C	C	C
5. Capabilities of Air-to-Surface Munitions	C	C	C	C	C	B
6. Plan Close Air Support Mission	3c	3c	C	C	B	B
7. FAC (A) Employment	3c	3c	C	C	C	2b
8. Joint STARS integration	3c	3c	3c	3c	3c	3c
9. ISR Integration	3c	3c	3c	3c	3c	3c
10. Coordinating Airlift Operations	A	A	A	A	A	C
2. Enemy Capabilities TR: AFTTP 3-1 Vol 2; Jane's References						
a. Capabilities of Surface-to-Surface Weapon Systems	C	C	B	B	B	B
b. Capabilities of Surface-to-air/AAA Weapon Systems	C	C	C	C	B	B
c. Employment Doctrine	B	B	B	B	B	B

TRAINING ITEMS	BN ALO	BDE ALO	DIV ALO	CORPS OPS	ASOC OPS	AMLO
3. Tactical Communications TR: FM 24-18						
a. Use SOI/cryptographic devices	2b	2b	2b	2b	2b	2b
b. Authenticate Radio Transmission	2b	2b	2b	2b	2b	2b
c. Encode/Decode Radio Message Information	2b	2b	2b	2b	2b	2b
4. Communication Equipment TR: Applicable T.O.s; FM 24-19						
a. AN/GRC-206 Radio System						
1. Non-Secure	3b	3b	B	A	A	2a
2. Secure	3b	3b	B	A	A	2a
3. Emergency Operations	3b	3b	B	A	A	2a
4. ECCM	3b	3b	B	A	A	2a
b. Manpack Portable Radios						
1. Non-Secure	3b	3b	B	A	A	2a
2. Secure	2b	3b	B	A	A	2a
3. ECCM	2b	3b	B	A	A	2a
4. Trouble Shoot Communications Equipment	1a	1a	B	A	A	1a
5. Vehicle Operations TR: AFJMAN 24-306; FMs 21-305, 101-5-1; Applicable T.O.s						
a. Perform Air Force Operations Vehicle Inspections	3c	3c	3c	B	B	3c
b. Drive/Operate Vehicle Under Various Conditions						
1. Tactical Conditions	3b	3b	3b	A	A	3b
2. Non-Tactical Conditions	3b	2b	2b	2b	2b	3b
3. Convoy Procedures	3b	2b	2b	2b	2b	3b
4. Night Conditions	3b	2b	2b	B	B	3b

TRAINING ITEMS	BN ALO	BDE ALO	DIV ALO	CORPS OPS	ASOC OPS	AMLO
6. Navigation TR: FM 3-25.26, 21-31, 21-305, 101-5-1 Applicable T.O.s						
a. Vehicle	3c	2b	B	B	B	3c
b. Foot	3c	B	B	B	B	3c
c. Plot Military Grid Reference System	3c	3c	3c	3c	3c	3c
d. Plot Latitude/Longitudes	3c	3c	3c	3c	3c	3c
e. Extract Map Information	3c	3c	3c	3c	3c	3c
f. Operate GPS	3c	3c	3c	3c	3c	3c
7. Field Skills TR: FM 20-3, 21-10, 21-75, 22-6						
a. Camouflage Procedures/Techniques						
1. Personal	2b	2b	2b	2b	2b	2b
2. Equipment	2b	2b	2b	2b	2b	2b
3. Site Selection and Bivouac	2b	2b	B	B	B	2b
4. Field Hygiene	2b	2b	2b	2b	2b	2b
5. Operate Night Vision Devices	2b	2b	2b	2b	2b	2b
6. Force Protection	B	B	B	B	B	B
8. Computer Operations TR: Applicable T.O.s and Operator Manuals						
a. Operate TBMCS (ASOC, Corps/ AMLO as required)	N/A	N/A	N/A	3c	3c	3c
b. Operate Army/Air Force computers (ABCS, AFATDS, ASAS, etc.) as required	3c	3c	3c	3c	3c	3c

NOTE: Refer to [Attachment 2](#), Task Measurement Standard for required knowledge level.

2.5.3. All support personnel assigned to a TACP or an ASOC will comply with [Table 2.3](#).

Table 2.3. Mission Qualification Training for TACP/ASOC Support Personnel.

TASK and/or KNOWLEDGE	LEVEL
1. Navigation TR: FMs 3-25.26, 21-31, 101-5-1; Applicable T.O.s	
a. Vehicle	2b
b. Global Positioning System (GPS)	2b
c. Basic Map Skills	2b
2. Communication Procedures TR: FM 24-18	
a. Unit Identified Communications Equipment	2b
b. Authentication and Encode/Decode	2b
c. Receive/Transmit (RT) Procedures	2b
3. Vehicle Operations TR: AFJMAN 24-306; FM 21-75, 21-305; Applicable T.O.s	
a. Perform Air Force Operations Vehicle Inspections	3c
b. Drive/Operate Vehicle Under Various Conditions	
1. Tactical Conditions	3c
2. Non-Tactical Conditions	3c
3. Convoy Procedures	3c
4. Night Conditions	3c
4. Field Skills TR: FM 20-3, 21-10, 21-75, 22-6	
a. Camouflage Procedures/Techniques	
1. Personal	3c
2. Equipment	3c
3. Field Hygiene	3c
4. Site Selection and Bivouac	3c
5. Force protection	3c
5. US Army TR: FMs 1, 101-5	
a. Mission Organization	B
b. TOC Staff	B
6. TACP/ASOC Operations TR: AFDD 2-1.3; AFTTP (I) 3-2.17; AFTTP 3-1 Vol 26	
a. Concept	C

TASK and/or KNOWLEDGE	LEVEL
b. Set Up	3c

NOTE: Refer to [Attachment 2](#), Task Measurement Standard for required knowledge level.

2.5.4. Additional unit specific training requirements will be identified in the local training operating instruction. Groups will approve unit MQT programs.

2.5.5. Document completed training tasks, officer and enlisted, on AF Form 1098 (or approved automated product) for continuation training and AF Form 797, **Job Qualification Standard/Command (JQS)** (or approved automated product), for items not listed in the individual CFETP. These documents will be kept in the individuals training folder.

2.5.6. MQT for all TACP and ASOC personnel is completed when an individual has been certified, in accordance with AFI 36-2201V3, on all required training tasks.

2.6. Combat Mission Ready Requirements. Individuals that have satisfactorily completed formal school requirements and MQT will be certified as CMR. Commanders certify CMR status on AF Form 1098 (or approved automated product) which will be filed in the individual's training folder.

2.6.1. Once an individual is certified CMR, the individual is required to maintain proficiency based on identified task measurement standard for each MTL and duty position task.

2.6.2. Group commanders certify squadron commanders CMR upon completion of training.

2.7. Continuation Training Requirements. CT ensures CMR personnel remain qualified on critical peacetime and wartime knowledge, skills, and tasks.

2.7.1. The TM will incorporate a CT plan into the unit training OI using training [Table 2.1](#), [Table 2.2](#), and [Table 2.3](#). Annual task evaluations as prescribed by paragraph [2.5.2.3.2](#). are considered part of the CT requirements.

2.7.2. CT requirements are conducted on an annual basis beginning 1 January and ending 31 December. Units will maintain the previous training cycle documentation until current training cycle items are complete and documented.

2.8. Training Task Decertification and Recertification.

2.8.1. Supervisors may decertify individuals on a training task for failure to meet task measurement standards using the following process:

2.8.1.1. Task decertification will be annotated on AF Form 1098 (or approved automated product) and placed in the individual's training folder.

2.8.1.2. Supervisors will notify the unit commander, through the unit TM, of an individual's task decertification for consideration of revocation of CMR status, if warranted.

2.8.1.3. Commanders determine if the decertified task warrants placing an individual in Non-Combat Mission Ready (N-CMR) status and also documented on AF Form 1098 (or approved automated product).

2.8.2. Training task recertification is accomplished when the individual demonstrates sufficient knowledge or skill to perform the decertified task IAW the required standard. If the individual was N-CMR, and re-entered into MQT, a comprehensive duty position task evaluation should be accomplished. The supervisor will recommend recertification on the training task, through the unit TM, to the unit commander.

Chapter 3

SPECIAL OPERATIONS FORCES AND RANGER TACP

3.1. Physical Training Requirements. 1C4X1 personnel selected for an assignment to an Army Special Operations Forces (SOF) or Ranger unit must be physically and mentally capable of operating in austere environments with minimal support. In order to support the SOF or Ranger forces, the following physical training requirements must be met and maintained:

3.1.1. Complete a 12-mile road march within 4 hours while carrying a 55-pound rucksack, helmet, body armor, Load Bearing Equipment (LBE), and weapon every six months. Use U.S. Army Field Manual (FM) 21-18, *Foot Marches*, as source document.

3.1.2. Complete the Army Physical Fitness Test (APFT) with a minimum of 60 points, in the three categories listed on Department of the Army (DA) Form 705, **Army Physical Fitness Test Scorecard**, in the 17 to 21 age group bracket. Accomplish 8 pull-ups, within two minutes, at the end of the APFT. Use FM 21-20, *Physical Fitness Training*, as source document.

3.2. Selection Process. HQ ACC/DOY will use a package selection process to select individuals for assignment to Army SOF or Ranger units. Selections will be on-going, based on projected PCSs, retirements, and medical vacancies. Tour of duty is a three-year control tour. The minimum criteria for selection consideration is:

3.2.1. E-4 or above.

3.2.2. Current TAC, with a minimum of 1-year experience with SEI 914.

3.2.3. Completed the U.S. Army Combat Lifesaver Course.

3.2.4. Current class III flight physical on file.

3.2.5. Volunteer for airborne school and/or duty.

3.2.6. Eligible for a PCS/PCA move.

3.3. Package Requirements. Packages will be forwarded to HQ ACC/DOYC at 205 Dodd Blvd, Ste 101, Langley AFB VA 23665-2789. Packages are good for six-months. In order for the package to remain eligible after six months, updates must be sent. The following items, in order, must be included in the SOF/Ranger package starting with item **3.3.1.** on top:

3.3.1. Letter of recommendation from unit commander and superintendent. Commander's letter must state: "To my knowledge, member is mature, emotionally stable, morally responsible, financially sound, and has not had a history of disciplinary action. (i.e., UIF, LOR, Control Roster). I have reviewed the member's records, and they do not reflect any information, which in my judgment would preclude selection of the applicant for this position."

3.3.2. Letter stating you are a volunteer for airborne school and SOF or Ranger duty. Include whether you are volunteering for a SOF or Ranger assignment or both. List desired PCS locations, in priority order, that you would like or that any location is acceptable.

3.3.3. Current class III flight physical. If new class II flight physical was completed after submission of initial package, send a copy of the new class II flight physical when updating package.

3.3.4. Military resume IAW AFH 33-337, *The Tongue and Quill*. When updating initial package, submit new resume only if there are changes or corrections to original.

3.3.5. Six-part personnel RIP.

3.3.6. Copy of last 5 EPRs. Submit subsequent EPR(s) when updating initial package.

3.3.7. Copy of last three AF Form 3827s. Submit additional AF Form 3827s received when updating initial package.

3.3.8. Copy of current CAS control log. Submit current CAS control log when updating package.

3.3.9. Letter signed by unit superintendent stating that the ruckmarch requirement in **paragraph 3.1.1** was met, include time it took, and the 8 pull-ups were accomplished. Submit a current letter, with time, when updating package.

3.3.10. Copy of DA Form 705 (administered three consecutive days). Submit a current copy of DA Form 705 when updating package.

3.3.11. Copy of current AF Form 522, **USAF Ground Weapons Training Data** or Army equivalent showing qualification on both M16/M4 and M9.

3.4. Qualification Training. Personnel selected for a SOF or Ranger TACP assignment will complete QT within six-months of assignment to the SOF or Ranger unit in accordance with that unit's Standard Operating Procedures (SOP).

Chapter 4

1C471 BATTALION AIR LIAISON OFFICER

4.1. Duties. The Battalion Air Liaison Officer (BALO) is the principle Air Force Close Air Support (CAS) expert aligned with an Army maneuver battalion. The individual must be an expert on all CAS related issues and be able to integrate airpower into the battalion commander's scheme of fire and maneuver. The BALO must also be familiar with other Air Force missions, to include but not limited to, UAV employment, air interdiction, airlift, and combat search and rescue (CSAR). The primary BALO mission is planning and integrating airpower within the Army's scheme of maneuver; controlling CAS is a secondary mission. The BALO is identified as the E-6 position for the battalion UTC in the Unit Manning Document (UMD).

4.2. Selection Process. Squadron commanders are responsible for selecting 1C471 personnel for BALO duties. The minimum criteria for selection are:

- 4.2.1. Minimum grade is E-6. This may not be waived.
- 4.2.2. Completed the E3ACP1C471-001 1C4X1 7-Level Course.
- 4.2.3. Must have completed the Joint Fire Power Control Course (JFCC), the United States Marine Corps TACP course (before the publication of this AFI), or the Terminal Attack Controller (TAC) course, and have been awarded SEI 914.
- 4.2.4. Must have a minimum of three years operational experience as a battalion TAC.
- 4.2.5. Must be a current and qualified Terminal Attack Controller (TAC) as prescribed in AFI 13-112, Volume 1, *Terminal Attack Controller Training* and AFI 13-112, Volume 2, *Terminal Attack Controller Standardization/Evaluation Program*.

4.3. Special Duty Assignment Pay (SDAP). Individuals selected by the unit commander for BALO duty, who meet the requirements of **paragraph 4.2.** above, and are assigned to an actual BALO duty position, as identified on the UMD, are authorized to receive SDAP-5 pay. Approval process for SDAP-5 is as follows:

- 4.3.1. The squadron commander will initiate an electronic Memorandum, with a Word Document attached as shown in **Attachment 3**, from the squadron through the appropriate group to the appropriate MAJCOM. If no group is in the chain-of-command, then the squadron will submit the memorandum directly to the MAJCOM.
- 4.3.2. MAJCOMs will verify that individuals nominated meet the requirements of **paragraph 4.2.** and forward electronic memorandum to AF/XOOY for final approval.
- 4.3.3. AF/XOOY will send approved memorandum back to the submitting MAJCOM.
- 4.3.4. If group, MAJCOM, or AF/XOOY disapproves a request, the reason for disapproval must accompany the memorandum that is sent back down the chain-of-command.
- 4.3.5. Initiating squadrons will ensure that all required paperwork for award of SDAP-5 is completed and forwarded, along with approved memorandum from AF/XOOY, to the proper agencies to start SDAP-5 payment.

4.4. Termination of Special Duty Assignment Pay. Squadron commanders are responsible for initiating actions to withdraw SDAP-5 when an individual is no longer filling a UMD BALO position and/or no longer able to perform duties as a BALO. SDAP-5 will be withdrawn upon PCS or PCA.

4.5. Forms Adopted. AF Form 522, **USAF Ground Weapons Training Data**; AF Form 623, **On-the-Job (OJT) Record**; AF Form 797, **Job Qualification Standard/Command (JQS)**; AF Form 847, **Recommendation for Change of Publication**; AF Form 1098, **Special Task Certification and Recurring Training**; Department of the Army (DA) Form 705, **Army Physical Fitness Test Scorecard**.

4.6. Forms Prescribed. AF Form 3827, **Terminal Attack Control Evaluation and Certification**.

RONALD E. KEYS, Lt General, USAF
DCS/Air and Space Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFDD 1, *Air Force Basic Doctrine*

AFDD 2-1, *Air Warfare*

AFDD 2-1.3, *Counterland*

AFDD 2-1.6, *Combat Search and Rescue*

AFDD 2-1.7, *Airspace Control in the Combat Zone*

AFDD 2-5, *Information Operations*

AFDD 2-5.1, *Electronic Warfare*

AFDD 2-5.2, *Intelligence, Surveillance, and Reconnaissance Operations*

AFH 33-337, *The Tongue and Quill*

AFI 11-214, *Air Operations Rules and Procedures*

AFI 13-112, Volume 1, *Terminal Attack Controller Training*

AFI 13-112, Volume 2, *Terminal Attack Controller Standardization/Evaluation Program*

AFI 13-212, Volume 1, *Range Planning and Operations*

AFI 31-401, *Managing the Information Security Program*

AFI 36-2201, Volume 3, *Air Force Training On the Job Training and Administration*

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver* (also FM 21-305)

AFMAN 36-2247, *Planning, Conducting, Administering, and Evaluating Training*

AFMAN 37-139, *Records Disposition Schedule*

AFPD 13-1, *Theater Air Control System*

AFTTP 3-1, Volume 1, *Tactical Employment; General Planning and Employment Considerations*

AFTTP 3-1, Volume 2, *Tactical Employment; Threat Reference Guide and Countertactics*

AFTTP 3-1, Volume 3, *Tactical Employment; A-10*

AFTTP 3-1, Volume 5, *Tactical Employment; F-16*

AFTTP 3-1, Volume 26, *Tactical Employment; Theater Air Control System (TACS)*

AFTTP(I) 3-2.6, *J-FIRE Multiservice Procedures for the Joint Application of Firepower* (also FM 3-09.32)

AFTTP(I) 3-2.10, *JAAT Multiservice Procedures for Joint Air Attack Team Operations* (also FM 90-21)

AFTTP(I) 3-2.16, *ICAC2 Multiservice Procedures for Integrated Combat Airspace Command and Control* (also FM 3-100.2)

AFTTP(I) 3-2.17, *TAGS Multiservice Procedures for the Theater Air-Ground System* (also FM 100-103-2)

FM 1, *The Army*

FM 3-0, *Operations* (formerly FM 100-5)

FM 3-09.31, *Tactics, Techniques, and Procedures for Fire Support for the Combined Arms Commander* (formerly FM 6-71)

FM 3-25.26, *Map Reading and Land Navigation* (formerly FM 21-26)

FM 3-52, *Army Airspace Command and Control in a Combat Zone*. (formerly FM 100-103)

FM 6-20, *Fire Support in the Airland Battle*

FM 6-20-10, *Tactics, Techniques, and Procedures for the Targeting Process*

FM 6-20-30, *Tactics, Techniques, and Procedures for Fire Support for Corps and Division Operations*

FM 6-20-40, *Tactics, Techniques, and Procedures for Fire Support for Brigade Operations (Heavy)*

FM 6-20-50, *Tactics, Techniques, and Procedures for Fire Support for Brigade Operations (Light)*

FM 20-3, *Camouflage, Concealment, and Decoys*

FM 21-10, *Field Hygiene and Sanitation*

FM 21-18, *Foot Marches*

FM 21-20, *Physical Fitness Training*

FM 21-31, *Joint Force Land Component Commander (JFLCC) Handbook*

FM 21-75, *Combat Skills of the Soldier*

FM 22-6, *Guard Duty*

FM 24-18, *Tactical Single-Channel Radio Communications Techniques*

FM 24-19, *Radio Operator's Handbook*

FM 34-130, *Intelligence Preparation of the Battlefield*

FM 71-123, *Tactics and Techniques for Combined Arms Heavy Forces: Armored Brigade, Battalion Task Force, and Company Team*

FM 100-13, *Battlefield Coordination Detachment*

FM 100-15, *Corps Operations*

FM 101-5, *Staff Organization and Operations*

FM 101-5-1, *Operational Terms And Graphics*

JP 3-0, *Doctrine for Joint Operations*

JP 3-01.4, *JTTP for Joint Suppression of Enemy Air Defenses (J-SEAD)*

JP 3-03, *Doctrine for Joint Interdiction Operations*

JP 3-09, *Doctrine for Joint Fire Support*

JP 3-09.3, *Joint Tactics, Techniques, and Procedures for Close Air Support (CAS)*

JP 3-30 *Command and Control for Joint Air Operations* (formerly JP 3-56.1)

JP 3-50.2, *Doctrine for Joint Combat Search and Rescue*

JP 3-52, *Doctrine for Joint Airspace Control in the Combat Zone*

JP 6-0, *Doctrine for Command, Control, Communications, and Computer (C4) Systems Support for Joint Operations*

Abbreviations and Acronyms

AFDD—Air Force Doctrine Document

AFH—Air Force Handbook

AFI—Air Force Instruction

AFJMAN—Air Force Joint Manual

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

AFTTP—Air Force Tactics, Techniques, and Procedures

ALO—Air Liaison Officer

AMLO—Air Mobility Liaison Officer

AMOG—Air Mobility Operations Group

ANG—Air National Guard

ASOC—Air Support Operations Center

ASOG—Air Support Operations Group

BALO—Battalion Air Liaison Officer

BIC—Basic Instructors Course

BQ—Basic Qualified

CAMS—Consolidated Aircraft Maintenance System

CFETP—Career Field Education and Training Plan

CMR—Combat Mission Ready

CT—Continuation Training

DOC—Designed Operational Capability

EPR—Enlisted Performance Report

FAM—Functional Area Manager

FM—Field Manual (U.S. Army)

HHQ—Higher Headquarters

IAW—In Accordance With

IQT—Initial Qualification Training

JAC2C—Joint Aerospace Command and Control Course

JACAC—Joint Aerospace Computer Applications Course

JASAC—Joint Aerospace Systems Administrator Course

JDACC—Joint Doctrine Air Campaign Course

JFC—Joint Firepower Course

JP—Joint Publication

JQS—Job Qualification Standard

MAJCOM—Major Command

METT-T—Mission, Enemy, Terrain, Time, and Troops Available

MQ—Mission Qualified

MQT—Mission Qualification Training

MTL—Master Task Listing

N-CMR—Non-Combat Mission Ready

NGB—National Guard Bureau

OPR—Office of Primary Responsibility

PA—Privacy Act

PDO—Publishing Distribution Office

RIP—Report on Individual Personnel

SEI—Special Experience Identifier

SOF—Special Operations Force

TAC—Terminal Attack Controller

TACCS—Tactical Air Command and Control Specialist

TACP—Tactical Air Control Party

TBMCS—Theater Battle Management Core Systems

TM—Training Manager

UCMJ—Uniform Code of Military Justice

UTA—Unit Training Assembly

UTC—Unit Type Code

Terms

Air Liaison Officer (ALO)—An officer (aviator/pilot) attached to a ground unit who functions as the primary advisor to the ground commander on air operation matters. (JP 1-02). The following AFSCs may be assigned the suffix “U” for ALO; 11AXX, 11BXX, 11EXX, 11FXX, 11HXX, 11KXX, 11RXX, 11SXX, 11TXX, 12AXX, 12BXX, 12EXX, 12FXX, 12RXX, 12SXX, 12TSS, and 13BXX. (AFMAN 36-2105).

Air Mobility Liaison Officer (AMLO)—The AMLO advises the Army commander, commander’s staff, and the senior air liaison officer on the capabilities and use of airlift resources. The AMLO assists the Army in the development of plans and exercises requiring strategic and theater airlift support to include developing, submitting, and coordinating preplanned, immediate, and emergency airlift requests. The AMLO performs drop zone surveys when a combat control team or qualified Army unit surveyor is not available.

Air Support Operations Center (ASOC)—An agency of a tactical air control system collocated with a corps headquarters or an appropriate land force headquarters, which coordinates and directs close air support and other tactical air support (JP 1-02).

Basic Qualified (BQ)—An individual who satisfactorily completes all mandatory formal training requirements.

Battalion Air Liaison Officer (BALO)

Officer—An 11FXN (OA-10) fighter pilot who performs liaison duties at the battalion level. With the exception of PCS-assigned Ranger Battalion BALOs, OA-10 pilots perform ALO duties on a TDY basis while permanently assigned to a fighter squadron.

Enlisted—A Technical or Master Sergeant with an AFSC of 1C471 who performs liaison duties at the battalion level. Enlisted personnel who perform BALO duties are permanently aligned with Army battalions and perform full-time BALO duties.

Combat Mission Ready (CMR)—A status of an individual, who is fully qualified to perform the unit’s operational mission, maintains qualification and proficiency in the mission. CMR status is awarded after satisfactory completion of MQT and commander certification.

Continuation Training (CT)—Training required to maintain duty position qualification and proficiency as determined by the unit commander.

Initial Qualification Training (IQT)—Formal training designed to prepare an individual to perform their duty position requirements without specific regard to unit’s operational mission.

Mission Qualification Training (MQT)—Training required to achieve a basic level of competence in a unit’s primary tasked missions. This training is a prerequisite for CMR status.

Non-Combat Mission Ready (N-CMR)—Individuals are placed on N-CMR status after failing to complete academic/proficiency training or currency requirements within the allotted training cycle.

Operations Personnel—Individuals assigned to a TACP or ASOC duty position with the following AFSCs; 1XXXU, 14N3, 1C4X1, and 1N0XX.

Support Personnel—Individuals assigned to a TACP or ASOC duty position with the following AFSCs; 33S3, 2E1XX, 2E2XX, 2G0XX, 2S0XX, 2T3XX, 3A0XX, 3C0XX, 3C2XX, 3E0XX, and 3S0XX.

Tactical Air Control Party (TACP)—A subordinate operational component of a tactical air control system designed to provide air liaison to land forces and for control of aircraft. (JP 3-09.3) TACPs are the principal Air Force liaison elements aligned with Army maneuver units from battalion through corps and consist of Air Force Liaison Officers and Enlisted Terminal Attack Controllers. TACPs advise ground commanders on the capabilities and limitations of aerospace power and provide the primary Air Force terminal attack control of close air support (CAS) in support of ground force. TACPs provide support from the division to the company/team level based on METT-T (AFDD 2-1.7).

Unit Training Assembly (UTA)—UTA is one full ANG drill weekend. When computing due dates, the UTA weekend on which an event initially takes place does not count. For example, a reference allows for two UTAs for completion of an event. The original decision/event occurs during the drill weekend in March. The unit/individual would have until the end of the drill weekend in May to complete the action/response.

Attachment 2

TASK MEASUREMENT STANDARD

Table A2.1. Task Measurement Standard Scales and Definitions.

LEVEL	SCALE VALUE	DEFINITION: The Individual:
TASK PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (LIMITED)
	2	Can do most parts of the task. Needs only help on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
*TASK KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step-by-step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCE THEORY)
** SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationships of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)

*A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b).

**A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

Attachment 3**SAMPLE SDAP-5 APPROVAL MEMORANDUM**

MEMORANDUM FOR (Your Group)
(Your MAJCOM)
HQ USAF/XOOY
IN TURN

FROM: Commander

(Your complete unit address)

SUBJECT: Selection and Award of Special Duty Assignment Pay (SDAP)-5 Pay

1. The following individual(s) meets all qualifications, as prescribed by AFI 13-113V1 **Chapter 4**, for award of SDAP-5 and will be aligned with a XX Division, XX Battalion:

<u>NAME</u>	<u>SSAN</u>	<u>POSITION#</u>	<u>Aligned Army Unit</u>
TSgt John Smith	XXX-XX-XXXX	0096955	1/39 Army BN

2. POC for this request is MSgt Jones at DSN XXX-XXX.

//Signed//

SQUADRON COMMANDER'S NAME

Commander, XX ASOS

1st Ind, (Your Group/CC)

MEMORANDUM FOR (Your MAJCOM)
HQ USAF/XOOY
(Your Squadron/CC)
IN TURN

1. I approve/disapprove.

2. Reason for disapproval (if necessary).

//Signed//

GROUP COMMANDER'S NAME

Commander, XX ASOG

2nd Ind, (Your MAJCOM)

MEMORANDUM FOR HQ USAF/XOOY
(Your Squadron/CC)
IN TURN

1. I approve/disapprove.
2. Reason for disapproval (if necessary).

//Signed//

MAJCOM APPROVAL AUTHORITY

Duty Title

3rd Ind, HQ USAF/XOOY

MEMORANDUM FOR (Your Squadron/CC)
(Your Group)
(Your MAJCOM)

1. I approve/disapprove
2. Reason for disapproval (if necessary).

//Signed//

CURRENT NAME, Col, USAF

Chief, C2 Battle Management Ops Division

DCS Air and Space Operations